

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive Officer/TR

DATE: 1 August 1956

FROM : Chief, Instructional Services Branch/SS/TR

SUBJECT: Weekly Activity Report No. 31  
25 - 31 July 1956

## SIGNIFICANT ITEMS

None

## OTHER ACTIVITIES

### 1. Support of Overseas Training

a. List of Recent Publications, TR RM O-3a. The text material for the publication has been forwarded to the Printing Services Division/Logistics for the printing of sufficient number of copies to service overseas training requests. The new publication was prepared by the Library Section/ISB primarily for overseas use and hereafter will be issued on a monthly basis.

### 2. Bibliography and Library Research

a. C/LIB has reviewed the Communism bibliographic materials prepared and sponsored by SIC. The project consists of approximately 2,000 titles dealing with Communism in the Spanish and Portuguese languages. The work has been done in a very thorough manner and should be of real value. Editing and indexing of the material should be completed within 2 weeks.

b. C/LIB [ ] IS/TR, visited USIA to obtain material on the most popular American books in non-English speaking countries. Arrangements have been made for consultation with analysts of FDD who will search for and translate book reviews from the USSR and the Satellites giving a critical estimate of American books in those areas.

### 3. Printing and Reproduction

a. OTR Telephone Directory. A total of 300 copies of the Directory were typed, proof-read, mimeographed and collated by the E&R Section; the material was forwarded to SSO/TR on 31 July for distribution.

CONFIDENTIAL

JOB NO. 30X NO. 1 FLD NO. 2 NO CHANGE  
IN CLASS/ DECLASS/ CLASS CHANGED 1  
NEXT REV DATE 09 REV DATE 11-27-79  
NO. PGS 2 CREATION DATE 11-27-79  
REV CLASS 5 REV COORD. AUTH: HR 70-3  
PREP. JUST 22  
TYPED DOC. 02  
ORG COMPT II OP III ORG CLASS 5

b. The page layout and paste-up of newspaper clippings for the forthcoming IAS manuals, Polish Newspaper Reader and Czech Newspaper Reader are being prepared by the Graphics Section/TR.

c. Miscellaneous reproduction: a total of 660 copies of 16 original text pages were prepared and distributed by E&R.

d. C/ISB discussed with [redacted] PS/TR, problems concerning the design and printing of the forthcoming October 1956 edition of the OTR Catalog of Courses.

25X1

e. The problem of reproducing necessary student materials for the OCR Analysts' Training Program (Reading Improvement) was discussed with [redacted] and a satisfactory solution was reached.

25X1

25X1

f. C/ISB met with [redacted] FDD, to discuss the arrangements for using a skilled FE language person to prepare the necessary brush-lettered Japanese language ideographs for Volume II of the Japanese Ideograph Analysis Manual.

g. The August issue of the OTR Bulletin has been received from PSD/IO and distributed.

#### 4. Attendance at the Language Film Program

a. Russian	26 July	32 persons
b. French	31 July	12 "

#### 5. Personnel Notes

a. [redacted] Circulation Librarian, is continuing an additional two-weeks training at the Analysis Branch/OCR.

b. During the past week personnel of the Library Section/ISB have spent time at the Branch II/OCR Library unit to observe the methods of servicing IPM student requests.

c. The personnel of the Audio-Aids Section/ISB assisted the Film Production Branch [redacted] on 30 and 31 July.

25X1

25X1

TAB

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans &amp; Policy Staff/TR

DATE: 25 July 1956

FROM : Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report #30

I. SIGNIFICANT ITEMS - NoneII. OTHER ITEMS:

- D. Army War College - The final administrative and security briefing was given to two Agency candidates scheduled to attend the Army War College, Carlisle, Pa., from August 1956 to June 1957. One of the Agency candidates returning from the 1955-56 class of the Army War College was debriefed by the Processing Section on 19 July 1956.

JOB NO. \_\_\_\_\_ BOX NO. \_\_\_\_\_ FILE NO. \_\_\_\_\_ DOC. NO. 3 NO CHANGE  
 IN CLASS/ DECLASS/ CLASS CHANGED TO: TS SECRET. JUST. 22  
 NEXT REV DATE 09 REV DATE 11/70 REVIEWED 11/70 TYPE DOC. 02  
 NO. PGS 15 CREATION DATE \_\_\_\_\_ ORG COMP 11 ORG CLASS 5  
 REV CLASS 5 REV COORD. \_\_\_\_\_ AUTH: HR 70-3

CONFIDENTIAL

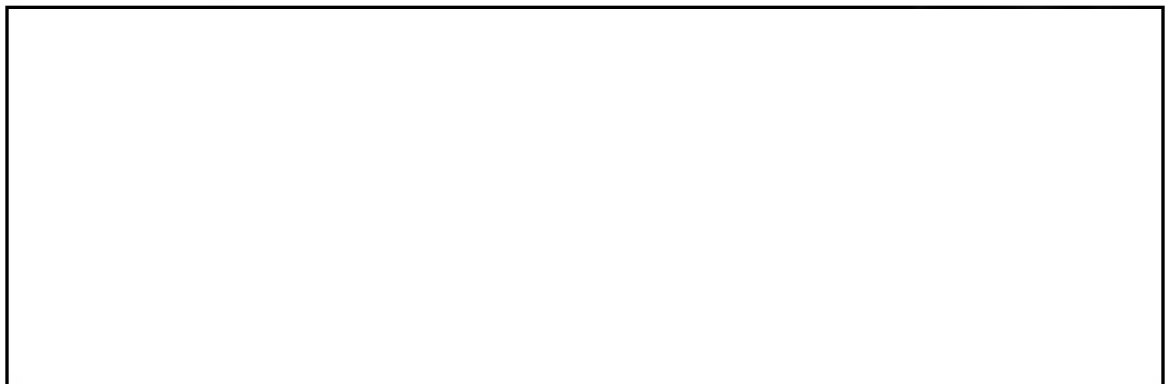
~~CONFIDENTIAL SECRET~~

25X1



J. Monthly Report of Trainees - The Monthly Report of Trainees for June was disseminated on 24 July by the Registrar.

L. PERSONNEL ITEMS:



25X1

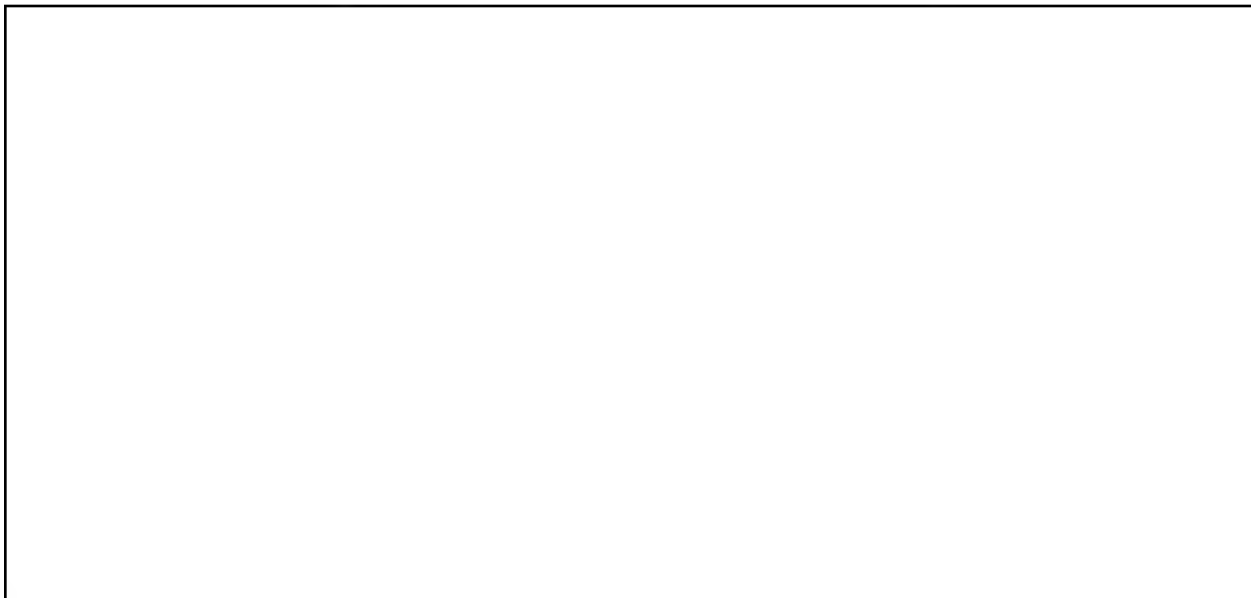
~~CONFIDENTIAL SECRET~~

~~SECRET~~

CONFIDENTIAL

25X1

PERSONNEL ITEMS - Cont'd.



CONFIDENTIAL

~~SECRET~~